

MADERA COUNTY

SURVEY PARTY CHIEF

DEFINITION

Under general direction, to supervise, assign, coordinate, review, and participate in the work of staff responsible for performing field survey work in the Road Department; to perform the most difficult and complex survey work; and to do related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over technical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Supervises, assigns, coordinates, reviews, and participates in the work of staff responsible for performing field survey work in the Road Department; provides supervision and training to assigned staff; assigns and evaluates staff work; gathers data necessary to lay out survey projects; plans project details; explains how work is to be accomplished to assigned staff; initiates and directs surveys projects in progress; checks survey measurements and readings for accuracy and consistency; reviews recorded data for completeness and accuracy prior to office calculations and analysis; oversees and participates in the preparation, completion, and maintenance of a variety of records and reports; prepares reports and necessary correspondence; personally performs the most difficult and complex survey assignments; makes sketches and records data; reads and interprets maps, drawings, and documents related to surveying; operates a variety of survey instruments; prepares cost estimates for survey work; directs the surveying of road alignments and rights-of-way; sets grades and stakes for road construction and structures; coordinates transportation of survey crews.

OTHER JOB RELATED DUTIES

Prepares cost estimates for survey work; assists in drafting work involved in road construction; performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operations, functions, services, and activities of a field survey program.
Principles, practices, and methods of land and construction surveying work.
Principles and practices of civil engineering as applied to surveying, mapping, and drafting.
Surveying instruments and equipment.
Pertinent Federal, State, and local laws, codes, and regulations including those related to land and construction surveying.
Legal requirements and methods of property description.
Engineering mathematics.
Principles of supervision, training, and performance evaluation.

Madera County
Survey Party Chief (Continued)

Skill to:

Operate a variety of surveying instruments.
Operate modern office equipment including computer equipment.
Operate a motor vehicle safely.

Ability to:

Supervise, assign, coordinate, and review the work of staff responsible for performing field survey work.
Supervise, train, and evaluate assigned staff.
Determine the best methods of obtaining surveying information.
Read and interpret maps, drawings, and documents related to surveying.
Gather, process, and compile surveying data.
Prepare clear, concise technical engineering reports.
Effectively represent the program to the public and other government agencies.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Four years of increasingly responsible work experience in land and construction surveying, preferably including some experience in a lead or supervisory position.

Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in surveying and related fields.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.
Possession of registration as a Land Surveyor in the State of California is desirable.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, and lift 30 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

Effective Date: May, 1995